



EPC

UNAPPROVED MINUTES

September 18, 2008

1. **Call to Order:** Meeting was called to order at 7:02 P.M.
- 1.1. **Attendance:** Present: Russ Cherry, Tim Howard, Mike Berryhill, Cliff Baughn, Arlyn Swiger, Brian Shreve, Michelle Celones, Nancy Martinez, Stephen Strauss
Excused: N/A
Absent: N/A
Liaison: Althea Polanski
Staff: Sean Simonson
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - 3.1. Approval of the minutes was moved by Russ and seconded by Tim.
 - 3.1.1. Russ expressed concern about the elaboration of the minutes.
 - 3.1.2. Tim motioned that having the city clerk and city attorney discuss what shall be in the minutes.
 - 3.1.2.1. Russ seceded and a unanimous vote was given.
 - 3.1.3. Russ motioned to move CAC report up to before agenda approval.
 - 3.1.3.1. Tim seconded.
 4. **Public Forum**
 - 4.1. Art in the Park presentation by the Milpitas Art Commission.
 - 4.1.1. The project will be in Pine Park in The Pines.
 - 4.2. Tim told of a business emergency preparedness workshop on October 23. \$35 and includes workbook.
 5. **Announcements /Correspondence:** None
 6. **Approval of Agenda**
 - 6.1. Approval of the agenda was moved by Russ and seconded by Tim.
 - 6.1.1. Russ requested that EPC members thoroughly review the agenda and minutes.
 7. **Staff Reports**
 - 7.1. CAC-
 - 7.1.1. Jen Lind spoke on the progress of the Town Hall Meeting.
 - 7.1.1.1. Thursday Feb. 5th will be the day of the event.
 - 7.1.1.2. She asked for EPC's participation.
 - 7.1.1.3. She discussed "give a ways" for the event.
 - 7.1.1.4. She told of the booths and speakers she had prepared for the event.
 - 7.1.1.5. Russ recommended having public education group to be the EPC leads.
 - 7.1.1.6. Lind requested to be a standing item on EPC's agenda.
 - 7.1.2. Russ recommended Mike B. be the contact for CAC.
 - 7.1.3. Jen invited EPC to attend CAC meeting
 - 7.2. SAFE
 - 7.2.1. New SAFE class starting Oct. 2nd
 - 7.2.2. SAFE CPR class on Oct. 11th
 - 7.2.3. SAFE FRS class to be held in late October.
 - 7.2.3.1. Russ asked about FRS training that was explained by OES.

- 7.2.4. OES is working on mass SAFE Drill.
- 7.2.5. Russ requested that OES resubmit Disaster Cache SOP to the Fire Chief
 - 7.2.5.1. OES recommended that EPC send potential updates to the SOP to OES.
- 7.3. Neighborhood breakfast Assoc.
 - 7.3.1. Tim and Russ need more information.
 - 7.3.2. Bill Nolan was the point person.
 - 7.3.3. Tim recommended tabling the item until next meeting and Russ agreed
- 7.4. OES recommended the use our local media to get the word out about EPC.
- 7.5. OES informed EPC that the city is transitioning from a city operated alert notification system to a county operated system.
 - 7.5.1. Russ requested a copy of the alert notification SOP.
 - 7.5.2. Russ requested OES look in to EPC's access of EarthLink system as an alert notification system.
- 7.6. Russ requested the city attorney come to the next meeting to explain why EPC cannot have SAFE team members private phone numbers and email addresses.
- 7.7. Russ requested EPC put on SAFE mailing list.
 - 7.7.1. OES explained that it had been done.
- 7.8. More business cards were requested
 - 7.8.1. OES requested that persons wanting business cards to send OES an email with all of the EPC members' pertinent information.
- 7.9. Russ requested that Disaster Preparedness Month be tabled until next year.
 - 7.9.1. Russ recommended that EPC members bring a list of things to do for Emergency Preparadness Month to the next meeting.
 - 7.9.1.1. These ideas will be placed on the calendar.
- 7.10. Public Education Team
 - 7.10.1. The public education team discussed getting more supplies for presentations and will research where to find economically feasible supplies.
 - 7.10.1.1. Budgetary concerns were brought up by the group.
 - 7.10.2. Russ requested a secondary gas shut off valve for presentations.
 - 7.10.3. Tim recommended reprinting CEPAC flyer
 - 7.10.3.1. Tim asked if there were a minimum order of printing flyers
 - 7.10.3.1.1. Brian said a ream
 - 7.10.3.2. Mike B. recommended 500-1000
 - 7.10.3.3. OES to look in to city doing the printing
 - 7.10.4. Brochure holders
 - 7.10.4.1. Lori was waiting on appropriate sizes to orders
 - 7.10.5. Lori requested an EPC stamp
 - 7.10.6. Tim recommended the purchase of "Home Safety Emergency Plan" brochure.
 - 7.10.6.1. Tim said the Public Educaton Team will look in to it.
 - 7.10.7. Lori wanted to purchase supplies and be reimbursed by city.
 - 7.10.7.1. OES will look in to the appropriateness of this
 - 7.10.8. OES told group to vote on what they want to spend money on and send OES and email on what specifically they want to spend on and OES will purchase it.
- 7.11. Unfinished Business**
 - 7.11.1. Mass Feeding Drill
 - 7.11.1.1. Russ wants someone to run the school drill subcommittee
 - 7.11.1.1.1. Steven Strauss volunteered
 - 7.11.1.1.2. Tim recommended better communication with committee members
 - 7.11.1.1.3. Brian reiterated it's an EPC drill not a school drill

- 7.11.1.1.4. Tim volunteered too help with the drill.
 - 7.11.1.1.5. April 10 with be the tentative date for the drill.
 - 7.11.2. Russ requested there be an MOU between the school district and EPC regarding the shelter facilities and requested further discussion at the next meeting.
 - 7.11.3. Russ requested that at the next meeting the duties and responsibilities of EPC members be defined.
 - 7.11.4. Vulnerable Populations
 - 7.11.4.1. Russ looked in to a special needs registration form to be given to citizens.
 - 7.11.4.1.1. Russ recommended the SAFE members pass these out.
 - 7.11.4.1.2. Tim recommended they be put on the city website.
 - 7.11.4.1.3. Russ will send out a final draft
 - 7.11.5. Gas Shut Off Valve
 - 7.11.5.1. Russ discussed recommended updates for the gas shut off ordinance.
 - 7.11.5.1.1. Russ will research mandatory items in local ordinances
 - 7.11.5.1.2. Russ wanted EPC to come back with ideas on how to enforce the ordinance.
 - 7.11.6. Tim to look in to cost of making “Safely Out” card and will get back to group during next meeting.
 - 7.11.6.1. Costs
 - 7.11.6.1.1. Under 500- \$3.23
 - 7.11.6.1.2. 500- \$1.16
 - 7.11.6.1.3. Russ said be prepared to spend on this
 - 7.11.7. Tim went over EPC city website
 - 7.11.7.1. Tim requested input on improvements to the website
 - 7.11.8. Concerns about SAFE Emergency kits
 - 7.11.8.1. OES informed EPC that we had no more
 - 7.11.8.2. Russ wanted a small quantity ordered
 - 7.11.8.3. Russ requested purchase of 24 kits
 - 7.11.8.4. Tim motioned to purchase 24 of them
 - 7.11.8.5. Brian reminded EPC of the inflation in kit price
 - 7.11.8.6. A discussion was had about the expired kits.
 - 7.11.9. Russ discussed how well things went at Celebrate Milpitas and was impressed with the attention to Vial of Life
 - 7.11.9.1. Russ requested OES to look in to the where-a-bouts of the Communication Van for Celebrate Milpitas.
 - 7.11.10. Lori went to National Night Out and passed out EPC information.
 - 7.11.11. Russ asked to remove action items from agenda
 - 7.11.12. Tim recommended the Public Education Committee be changed to Public Education Team. Tim motioned Mike B. seconded
8. **Adjournment:** Meeting adjourned at 10:45 P.M. Russ motioned and Tim seconded
 9. **Next Meeting:** November 20th, 2008, 7:00 pm - Committee Meeting Room